



Spruce Room

Room Capacity 60
Seated at table 46

Name:
Contact phone:
Event date:
Set up time:
Time and duration of event:

To complete this form electronically, please save it to your computer before filling out. Please clearly note preferred setup configuration below.

Provided in Room:

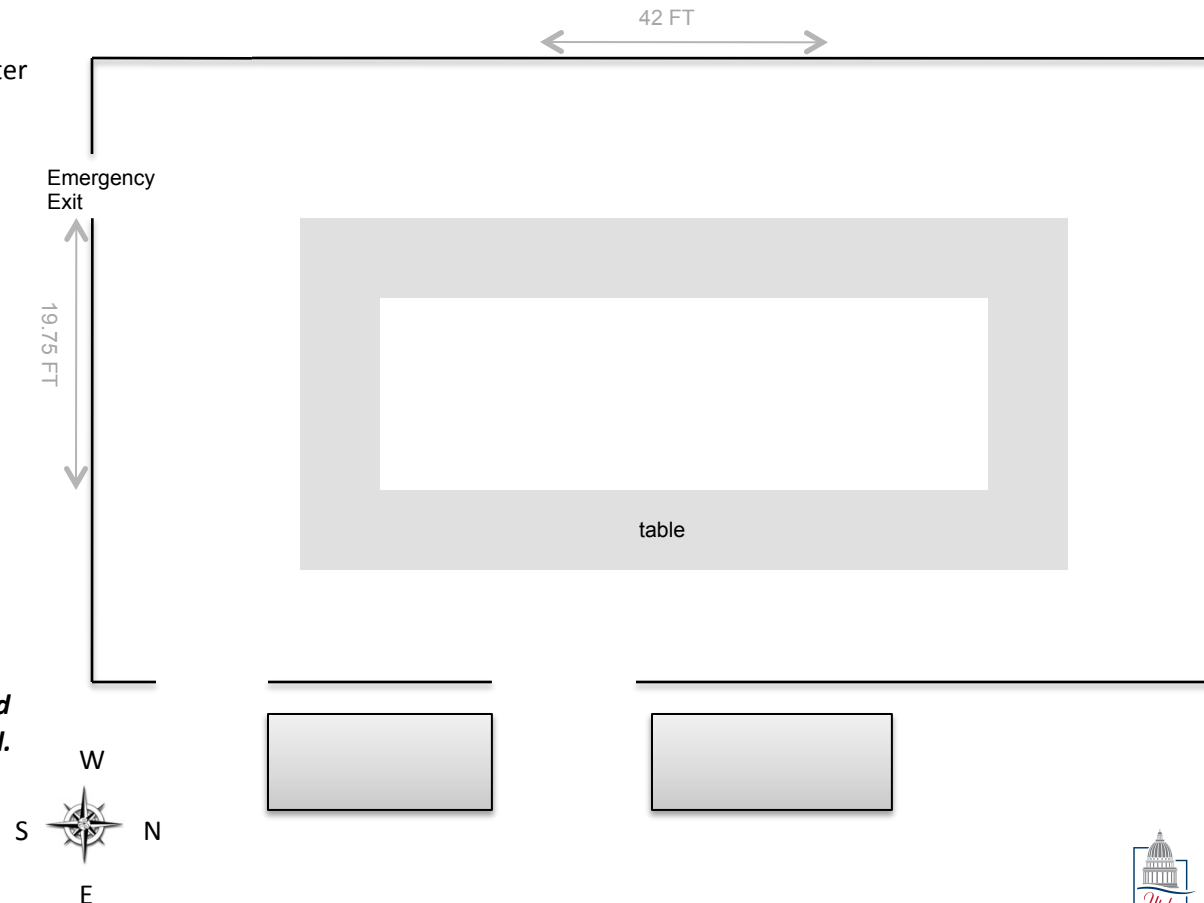
- 36 chairs around table with 10 chairs around perimeter
- 12 tables in hollow rectangle setup
- 2 catering tables outside room.

Possible Set Ups (Set Up Fee Applied)

- Auditorium Style (chairs only): 50
- Cafeteria Style (chairs on both sides of table): 60
- Classroom Style (chairs on one side of table): 30

Please note additional equipment needed
(chairs, tables, garbage cans, podium and mic):

Note: If room set up is altered from previously agreed arrangement there will be an additional fee assessed.



Please submit completed diagram attn: Capitol Scheduling to (fax) 801.538-3221 or (email) capitolscheduling@utah.gov